

Memo

To: Mrs. Susan Swartz, Superintendent
From: Peter J. Bednarek
Date: March 15, 2024
Re: Tenure Recommendation for Malgorzata (Margot) Kelly

Mrs. Margot Kelly currently serves as the French teachers at the High School level. She currently teaches French I, II, III, and College French I/II. I am recommending that Mrs. Kelly receive tenure based on the following information and without reservation.

- **Planning and Preparation** – Mrs. Kelly is diligent and thorough in her preparation for classes. In the times that I have observed her the students are engaged in learning activities throughout the entire period, and she presents them with varied materials which she has drawn from several resources. When we meet for post conferences, she is reflective and intentional about her work in the classroom. She has also planned several field trips (to Montreal) which have been successful and safe experiences for our students.
- **Classroom Environment** – The classroom environment Mrs. Kelly keeps is well structured and organized. Students know the classroom expectations and generally contribute to the overall environment with respect and positivity. Occasionally, when students have had conflict or confrontation, Mrs. Kelly takes note quickly and directly addresses the students involved. There are times when I have observed the sounds of laughter and fun coming from the classroom as the students and teacher work together on French assignments/learning.
- **Instruction** – Mrs. Kelly’s instructional style is like that of her colleagues in the Language Department. She incorporates and specifically elicits speaking contributions from students proportional to the development level of each class. She varies her activities within the classroom to maintain student interest and engagement. Mrs. Kelly is adept with using various forms of technology including interactive software and virtual reality tours to augment and support the teaching standards.
- **Professional Responsibilities** – Mrs. Kelly is a positive representative of our High School Faculty. She approaches her work with seriousness and a high level of commitment. She is collegial with her department members and has gone out of her way to open additional opportunities for students through French Club and a trip to Montreal on several occasions.